

City of Hampton  
**PERSONNEL ADMINISTRATIVE PROCEDURES**

<b>DATE: January 8, 1991</b>	<b>CHAPTER</b> 7	<b>PAI No.</b> 1
<b>REFERENCES:</b> Chapter 7, Section VII, A	<b>SUBJECT:</b> Absence from work due to Military Duty	
<p>I. <u>GENERAL:</u> This instruction establishes the general guidelines for administration of absences from work due to military duty.</p> <p>II. <u>APPLICABILITY:</u> Permanent employees who are also members of one of the reserve components of the United States Armed Forces shall be granted leaves of absence not to exceed five (5) years including military training and active duty. Employees may request to use appropriate, accrued leave to cover the leave of absence. Any absence not covered by appropriate leave will be in a Leave Without Pay (LWOP) status.</p> <p>III. <u>BENEFITS:</u></p> <p style="margin-left: 20px;">A. <u>Group and Optional Life Insurance:</u> Once in an approved LWOP status, the employee may continue group and optional life insurance coverage for a maximum of 24 months by making monthly premium payments. The employee shall contact the Finance Department prior to departure to arrange payment.</p> <p style="margin-left: 20px;">B. <u>Group Health Insurance:</u> Health care coverage may be maintained throughout the LWOP period provided the employee pays the total premium cost of the health insurance. The employee's cost shall be based on the level of coverage selected at the time of enrollment. Premiums shall be adjusted as rates change. The employee shall contact the Finance Department to arrange monthly payments of premium. If the employee drops the coverage, this break in coverage will not affect the employee's health benefits upon retirement, provided the employee returns to work within the time period provided by applicable law and immediately re-enrolls for health insurance</p> <p style="margin-left: 20px;">C. <u>Dental and Vision Insurance:</u> Dental and Vision coverage may be maintained throughout the LWOP period provided employee pays the total premium cost. The employee shall contact the Finance Department to arrange monthly payments.</p> <p style="margin-left: 20px;">D. <u>Retirement (VRS and HERS):</u> Service credit toward retirement is not earned during the period of LWOP. However, upon reinstatement to paid status the employee may apply for no cost service credit. To be eligible for VRS service credit, the reinstatement must be within one (1) year of honorable discharge. To be eligible for HERS service credit the reinstatement must be within ninety (90) days of honorable discharge. It is incumbent upon the employee to provide a copy of his/her active duty record and to complete the "Service Credit "Application" obtained from the Finance Department.</p>		
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- E. Leave/Leave Accrual: While use of leave is not required, employees activated to military service may request to use any portion of their appropriate accrued leave (military leave, annual leave, holiday and administrative time-off) to cover the period of absence. Such leave must be taken consecutively and without interruption so that the leave is not taken intermittently over the course of the military leave. An employee who enters on extended active duty with a component of the Armed Forces of the United States shall not accrue annual or sick leave, but the period of active duty shall be creditable service for leave accrual category purposes, provided the employee applies for, and is reinstated to either her/his former position or a position of like status and pay with the City within the time period provided by applicable law.

- IV. RE-EMPLOYMENT: Employees on approved military LWOP shall be reinstated to their former position or a position of like status and pay in accordance with the rights under the applicable law.

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